



**DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190**

PERSUPPACTSANDIEGOINST 7300.1F
Code N8
21 April 1999

PERSUPPACT SAN DIEGO INSTRUCTION 7300.1F

Subj: PROCEDURES FOR ACCOUNTING AND CONTROL OF TRAVEL

Ref: (a) NAVCOMPT 032106
(b) PERSUPPACTSANDIEGOINST 1050.2D

Encl: (1) Request and Authorization for TDY Travel of DOD Personnel (DD1610)
(2) Temporary Additional Duty (TEMADD) Travel Orders (NP1320/16)

1. Purpose. To establish responsibility, procedures, and policy in accounting and control of travel for military and civilian employees of the Personnel Support Activity, San Diego network performing Temporary Additional Duty (TAD) or local mileage in a POV. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. PERSUPPACTSANDIEGOINST 7300.1E

3. Background. Reference (a) sets forth procedures for the administration and control of Navy travel funds. Reference (b) provides procedures for processing funded emergency leave travel.

4. Responsibilities. TAD travel shall only be approved by the Executive Officer. After approval, travel orders for military and civilians will be signed by the Officer in Charge or the Executive Officer. Civilian TAD orders will contain at least two different signatures.

5. Procedures

a. All Officers in Charge (OIC's) shall designate a Travel Coordinator (TC) to ensure the procedures of reference (a) and this instruction are followed when approval for travel has been granted by the Executive Officer. All travelers shall comply with instructions issued by the TC. PERSUPPACT (N8) shall maintain a travel order log for assignment of tango numbers, receive a copy of all funded TAD orders, receive a copy of all settled TAD claims and maintain a tickler file for follow-up on delinquent claims.

b. Requesting Travel Authority

(1) Officers in Charge/Department Heads will request approval of travel by using enclosure (1) for civilian travel and enclosure (2) for military travelers. The TC will complete all blocks except those pertaining to accounting data. Estimated costs for travel and per diem should be obtained from respective detachment/staff experts. This request should be sent via e-mail to PERSUPPACT (N8) at least ten working days prior to commencement of travel.

(2) N8 will forward it via e-mail to the Executive Officer for approval/disapproval.

(3) If disapproved, PERSUPPACT (N8) will notify the detachment. If approved, PERSUPPACT (N8) will complete the accounting blocks of enclosure (1) or (2) and return it via e-mail.

c. Order Preparation

(1) Upon receipt of the approved travel orders, the TC will print them, obtain the OIC signature and forward a signed copy to PERSUPPACT (N802).

(2) The TC will submit the original and three copies to the disbursing/travel office for travel advance/ticketing as required. If a non-frequent traveler receives an advance, the TC will forward a copy of the advance information to PERSUPPACT (N802).

(3) The TC will deliver the orders and tickets to the traveler. The traveler will be informed of travel claim submission requirements. A completed DD Form 1351-2 with all endorsed lodging, rental car, and/or taxi fare receipts (for taxi fares over \$75.00) must be submitted to the TC within five calendar days after TAD has been completed.

(4) The TC will deliver the claim to the Detachment Disbursing Officer (DO) for processing. If no claim is to be filed, the TC will return a copy of travel orders marked "CANCELLED" to PERSUPPACT (N802).

(5) The TC will forward a copy of the paid voucher to PERSUPPACT (N802).

d. Local Mileage

(1) If a government vehicle is not available in an emergency situation, OIC's may authorize their personnel to use a POV and submit a claim for Reimbursement for Expenditures on Official Business (SF 1164). If member travels from home to another work/training site, mileage will be claimed for the distance which exceeds that normally traveled from home to work (i.e., home to work is 10 miles and home to the alternate work site is 15 miles, member claims 5 miles).

(2) The SF 1164 will include member's social security number, detachment name, reason for travel, and signature of member. The OIC will sign the SF 1164 as the approving official. Allowed round trip mileage is as follows: from PERSUPPACT San Diego to Point Loma (16), Naval Station, San Diego (8), Balboa (6), Miramar (26), North Island (16), Camp Pendleton (102), El Centro (220).

(3) The TC will forward the SF 1164 to PERSUPPACT (N802) who will apply accounting data and return it to the detachment for payment.

6. Policy. Only mission essential travel shall be authorized. Mission essential travel is defined as travel necessary to carry out a basic mission objective that cannot be accomplished by correspondence or teleconferencing.

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- a. Government vehicles and carpools shall be utilized whenever possible. POV will only be authorized as a last alternative.
- b. Unless POV is authorized, all travel arrangements will be made by the NAVPTO by the most economical means.
- c. Only 80% of miscellaneous expenses and per diem will be advanced to non-frequent travelers and no advance for less than \$50.00 will be paid, unless specifically authorized by the Executive Officer.
- d. No per diem will be authorized for trips with a duration of less than 12 hours.
- e. Travel advances will not be paid earlier than three working days prior to the scheduled departure.


T. W. STITES
Acting

Distribution:

PERSUPPACTSANDIEGOINST 5216.1 J, List I and II

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.					1. DATE OF REQUEST <i>(MM/DD/YY)</i>	
REQUEST FOR OFFICIAL TRAVEL						
2. NAME <i>(Last, First, MI)</i>				3. POSITION TITLE AND GRADE OR RATING		
4. OFFICIAL STATION				5. ORGANIZATIONAL ELEMENT		6. PHONE NO.
7. TYPES OF ORDERS		8. SECURITY CLEARANCE		9. PURPOSE OF TDY		
10a. APPROX. NO. OF DAYS OF TDY <i>(Including Travel time)</i>		b. PROCEED O/A <i>(Date)</i>				
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED						
12. MODE OF TRANSPORTATION						
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE
RAIL <input type="checkbox"/>	AIR <input type="checkbox"/>	BUS <input type="checkbox"/>	SHIP <input type="checkbox"/>	AIR <input type="checkbox"/>	VEHICLE <input type="checkbox"/>	SHIP <input type="checkbox"/>
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>				RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR		
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM <i>(Specify)</i>						
14. ESTIMATED COST						
PER DIEM \$		TRAVEL \$		OTHER \$		TOTAL \$
15. ADVANCE AUTHORIZED \$						
16. REMARKS <i>(Use this space for special requirements, leave, superior, or 1st class accommodations, excess baggage, registration fees, etc.)</i>						
17. REQUESTING OFFICIAL <i>(TITLE AND SIGNATURE)</i>				18. APPROVING OFFICIAL <i>(TITLE AND SIGNATURE)</i>		
AUTHORIZATION						
19. ACCOUNTING CITATION						
20. ORDER AUTHORIZING OFFICIAL <i>(Title and signature) OR AUTHENTICATION</i>					21. DATE ISSUED <i>(MM/DD/YY)</i>	

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

1. FROM:			2. STANDARD DOCUMENT NO.		
2.			4. TANGO NO.		
3. TO:			5. SSN/DESIGNATOR		
			6. DATE		
7. REF: (A) CO'S AUTHORITY			8. <input type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL		
9. PROCEED ON OR ABOUT	10. AUTHORIZED ON OR ABOUT	11. APPROXIMATE NUMBER OF DAYS	12. ESTIMATED DATE OF RETURN		

13. ITINERARY (Activity/activities and place/places indicated below) FROM: TO:	14. <input type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS 15. REASONS FOR TRAVEL: <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY
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FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD	OBJECT CLASS	BU CONT NUMBER	SUB-ALLOT NUMBER	AUTHORIZED ACCTG ACTY	TYPE	PROPERTY ACTG ACTY	COST CODE
(1) (2)	(3)	(4)	(5)	(6)	(7)	(8)	(3)
(7 SYM) (4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)

18. ESTIMATED COST <table style="width: 100%;"> <tr> <td style="width: 25%;">TRANSPORTATION</td> <td style="width: 25%;">PER DIEM</td> <td style="width: 25%;">MISC.EXP.</td> <td style="width: 25%;">TOTAL</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> </table>	TRANSPORTATION	PER DIEM	MISC.EXP.	TOTAL	\$	\$	\$	\$	19. CUSTOMER IDENTIFICATION CODE
TRANSPORTATION	PER DIEM	MISC.EXP.	TOTAL						
\$	\$	\$	\$						

20. ITEM (Use applicable item numbers as shown on reverse side of this form)

"Report to a Disbursing Officer within 10 days of completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:	22. SECURITY CLEARANCE:
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23. AUTHENTICATING SIGNATURE:	24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:
25. COPY TO: (Include Operating Budget/fund manager in all cases)	